

**EFFECTIVE**

August 1, 2017.

**Subject(s)**

1. Policy and Procedure Guidelines.
2. Printers.

**1) APO-100****APO-100, Policy and Procedure Guidelines**

The policy manuals contain the Michigan Department of Health and Human Services (MDHHS) official policy.

- It is now possible to search across a policy area rather than across all manuals or a specific manual group.
- Policy writers must follow the Department of Communications style guide.
- MDHHS no longer issues interim policy bulletins but there are still special policy bulletins, for example to announce the children's clothing allowance for Family Independence Participants.
- Administration directors, program directors and other department subject matter experts get an email inviting them to use their expertise and knowledge to review, analyze and comment on proposed draft policy. Record retention requirements require Final Department Review (FDR) comments be kept for two years by the policy coordinator.
- Procedural instructions for policy writers are now included.

**2) APO-123****APO-123, Printers**

Listed Xerox phone number as a resource for local office.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS**

**Changed Items ...**

[APO 100](#)

[APO 123](#)